Chattanooga State Technical Community College Foundation

For the Years Ended June 30, 1996, and June 30, 1995

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December 2, 1997

The Honorable Don Sundquist, Governor

and

Members of the General Assembly

State Capitol

Nashville, Tennessee 37243

and

The Honorable Charles E. Smith, Chancellor

Tennessee Board of Regents

1415 Murfreesboro Road, Suite 350

Nashville, Tennessee 37217

and

Mr. John Germ, President

Board of Directors

Chattanooga State Technical Community College Foundation

Chattanooga, Tennessee 37406

Ladies and Gentlemen:

Transmitted herewith is the financial and compliance audit of the Chattanooga State Technical Community College Foundation for the years ended June 30, 1996, and June 30, 1995. You will note from the independent auditor's report that an unqualified opinion was given on the fairness of the presentation of the financial statements.

Consideration of the internal control structure and tests of compliance resulted in no audit findings.

Very truly yours,

W. R. Snodgrass Comptroller of the Treasury

WRS/sdr 97/072 State of Tennessee

Audit Highlights

Comptroller of the Treasury

Division of State Audit

Financial and Compliance Audit

Chattanooga State Technical Community College Foundation

For the Years Ended June 30, 1996, and June 30, 1995

AUDIT OBJECTIVES

The objectives of the audit were to consider the foundation's internal control structure; to determine compliance with laws, regulations, and contracts; to determine the fairness of the presentation of the financial statements; and to recommend appropriate actions to correct any deficiencies.

AUDIT FINDINGS

The audit report contains no findings.

OPINION ON THE FINANCIAL STATEMENTS

The opinion on the financial statements is unqualified.

[&]quot;Audit Highlights" is a summary of the audit report. To obtain the complete audit report which contains all findings, recommendations, and management comments, please contact

Audit Report

Chattanooga State Technical Community College Foundation For The Years Ended June 30, 1996, and June 30, 1995

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Audit Report

Chattanooga State Technical Community College Foundation For The Years Ended June 30, 1996, and June 30, 1995

INTRODUCTION

POST-AUDIT AUTHORITY

This is a report on the financial and compliance audit of the Chattanooga State Technical Community College Foundation. The audit was conducted pursuant to Section 4-3-304, *Tennessee Code Annotated*, which authorizes the Department of Audit to "perform currently a post-audit of all accounts and other financial records of the state government, and of any department, institution, office, or agency thereof in accordance with generally accepted auditing standards and in accordance with such procedures as may be established by the comptroller."

Section 8-4-109, *Tennessee Code Annotated*, authorizes the Comptroller of the Treasury to audit any books and records of any state governmental entity that handles public funds when the Comptroller considers an audit to be necessary or appropriate.

BACKGROUND

The Chattanooga State Technical Community College Foundation was officially incorporated in the State of Tennessee on November 18, 1977. The purpose of the foundation is to aid Chattanooga State Technical Community College in carrying out its goals and purposes. The foundation is not authorized to issue capital stock. All corporate powers are executed by the board of directors.

ORGANIZATION

Chattanooga State Technical Community College Foundation is governed by a board of directors. The directors are chosen from the Chattanooga State Technical Community College Board of Associates. The exact number of directors is determined by the board; however, no fewer than three directors can serve at any time. The board's normal transactions are executed by an executive committee.

AUDIT SCOPE

The audit was limited to the period July 1, 1994, through June 30, 1996, and was conducted in accordance with generally accepted government auditing standards. Financial statements are presented for the years ended June 30, 1996, and June 30, 1995.

OBJECTIVES OF THE AUDIT

The objectives of the audit were

- 1. to consider the foundation's internal control structure to determine auditing procedures for the purpose of expressing an opinion on the financial statements;
- 2. to determine compliance with laws, regulations, and contracts;
- 3. to determine the fairness of the presentation of the financial statements; and
- 4. to recommend appropriate actions to correct any deficiencies.

PRIOR AUDIT FINDINGS

There were no findings in the prior audit report.

RESULTS OF THE AUDIT

AUDIT CONCLUSIONS

Internal Control Structure

As part of the audit of the foundation's financial statements for the years ended June 30, 1996, and June 30, 1995, we considered the internal control structure to determine auditing procedures for the purpose of expressing an opinion on the financial statements, as required by

generally accepted government auditing standards. The report on the internal control structure is on the following pages. Consideration of the internal control structure disclosed one material weakness.

Compliance with Laws and Regulations

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under generally accepted government auditing standards. The compliance report follows the report on the internal control structure.

Fairness of Financial Statement Presentation

The Division of State Audit has rendered an unqualified opinion on the fairness of the presentation of the foundation's financial statements. The independent auditor's report follows the compliance report.

Report on the Internal Control Structure Based on an Audit of the Financial Statements Performed in Accordance With Government Auditing Standards

April 2, 1997

The Honorable W. R. Snodgrass Comptroller of the Treasury State Capitol Nashville, Tennessee 37243

Dear Mr. Snodgrass:

We have audited the financial statements of Chattanooga State Technical Community College Foundation as of and for the years ended June 30, 1996, and June 30, 1995, and have issued our report thereon dated April 2, 1997.

We conducted our audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The foundation's management is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the foundation's financial statements for the years ended June 30, 1996, and June 30, 1995, we obtained an understanding of the internal control

The Honorable W. R. Snodgrass April 2, 1997 Page Two

structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted a matter involving the internal control structure and its operation that we consider to be a reportable condition under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the center's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Because the Chattanooga State Technical Community College Foundation has no employees and instead relies upon the services of two college employees for accounting and control functions, the foundation has not established an adequate segregation of duties for disbursements.

A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe the reportable condition described above is a material weakness.

We also noted other matters involving the internal control structure and its operation that we have reported to the foundation's management in a separate letter.

This report is intended for the information of the General Assembly of the State of Tennessee and management. However, this report is a matter of public record, and its distribution is not limited.

Sincerely,

Arthur A. Hayes, Jr., CPA, Director Division of State Audit

AAH/sdr

Compliance Report Based on an Audit of the Financial Statements Performed in Accordance With Government Auditing Standards

April 2, 1997

The Honorable W. R. Snodgrass Comptroller of the Treasury State Capitol Nashville, Tennessee 37243

Dear Mr. Snodgrass:

We have audited the financial statements of Chattanooga State Technical Community College Foundation as of and for the years ended June 30, 1996, and June 30, 1995, and have issued our report thereon dated April 2, 1997.

We conducted our audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, and contracts applicable to the foundation is the responsibility of the foundation's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the foundation's compliance with certain provisions of laws, regulations, and contracts. However, the objective of our audit of the financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under generally accepted government auditing standards.

We did, however, note certain immaterial instances of noncompliance that we have reported to the foundation's management in a separate letter.

The Honorable W. R. Snodgrass April 2, 1997 Page Two

This report is intended for the information of the General Assembly of the State of Tennessee and management. However, this report is a matter of public record, and its distribution is not limited.

Sincerely,

Arthur A. Hayes, Jr., CPA, Director Division of State Audit

AAH/sdr

Independent Auditor's Report

April 2, 1997

The Honorable W. R. Snodgrass Comptroller of the Treasury State Capitol Nashville, Tennessee 37243

Dear Mr. Snodgrass:

We have audited the accompanying balance sheets of Chattanooga State Technical Community College Foundation as of June 30, 1996, and June 30, 1995, and the related statements of changes in fund balances and current funds revenues, expenditures, and other changes for the years then ended. These financial statements are the responsibility of the foundation's management. Our responsibility is to express an opinion on these financial statements, based on our audit.

We conducted our audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Chattanooga State Technical Community College Foundation as of June 30, 1996, and June 30, 1995, and the changes in fund balances and the current funds revenues, expenditures, and other changes for the years then ended in conformity with generally accepted accounting principles.

The Honorable W. R. Snodgrass April 2, 1997 Page Two

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary schedules following the notes to the financial statements are presented for purposes of additional analysis and are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements, taken as a whole.

In accordance with generally accepted government auditing standards, we have also issued reports dated April 2, 1997, on our consideration of the foundation's internal control structure and on its compliance with laws and regulations.

Sincerely,

Arthur A. Hayes, Jr., CPA, Director Division of State Audit

AAH/sdr

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE FOUNDATION BALANCE SHEETS JUNE 30, 1996, AND JUNE 30, 1995

	June 30, 1996	June 30, 1995		June 30, 1996	June 30, 1995
ASSETS			LIABILITIES AND FUND BALANCES		
Current funds:			Current funds:		
Unrestricted:			Unrestricted:		
Cash and cash equivalents (Note 2)	\$ 330,592.54	\$ 354,831.91	Liabilities:		
Investments (Note 3)	1,367,263.85	1,242,505.07	Accounts payable	\$22,780.33	\$16,650.22
Interest receivable	5,253.84	6,648.30			
			Fund balance:		
			Unallocated	1,680,329.90	1,587,335.06
Total unrestricted	_1,703,110.23	1,603,985.28	Total unrestricted	1,703,110.23	1,603,985.28
Restricted:			Restricted:		
Cash and cash equivalents (Note 2)	505,145.79	552,175.61	Liabilities:		
Investments (Note 3)	928,882.24	928,882.24	Accounts payable	6,588.54	3,144.84
Accounts receivable	3,900.00	-			
Other assets	4,083.24	4,032.45			
			Fund balance	1,435,422.73	1,481,945.46
Total restricted	1,442,011.27	1,485,090.30	Total restricted	1,442,011.27	1,485,090.30
Total current funds	\$ 3,145,121.50	\$ 3,089,075.58	Total current funds	\$ 3,145,121.50	\$ 3,089,075.58
Total current funds	\$ <u>3,143,121.50</u>	φ <u>3,089,073.38</u>	Total current funds	φ <u>3,143,121.50</u>	φ <u>3,089,073.38</u>

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE FOUNDATION STATEMENT OF CHANGES IN FUND BALANCES FOR THE YEAR ENDED JUNE 30, 1996

	_	Current Funds		
	_	Unrestricted	_	Restricted
REVENUES AND OTHER ADDITIONS				
Contributions	\$	31,820.29	\$	133,993.68
Investment income		58,911.09		72,544.01
Gain on sale of investments		51,262.27		-
Other	_	-	_	7,061.27
Total revenues and other additions	_	141,993.65	_	213,598.96
EXPENDITURES AND OTHER DEDUCTIONS				
Scholarships		-		143,843.11
Operating expenditures		10,727.14		-
Club dues		3,934.72		-
Insurance		1,236.13		368.70
Faculty development		30,100.82		894.51
Employee awards		2,000.00		-
Program development		-		95,145.43
Other	_	1,000.00	_	19,869.94
Total expenditures and other deductions	_	48,998.81	_	260,121.69
Net increase (decrease) for the year		92,994.84		(46,522.73)
Fund balances at beginning of year	_	1,587,335.06	_	1,481,945.46
Fund balances at end of year	\$ =	1,680,329.90	\$ _	1,435,422.73

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE FOUNDATION STATEMENT OF CHANGES IN FUND BALANCES FOR THE YEAR ENDED JUNE 30, 1995

	_	Current Funds		
		Unrestricted	_	Restricted
REVENUES AND OTHER ADDITIONS				
Contributions	\$	22,626.05	\$	283,835.45
Investment income		90,257.79		92,320.67
Other				6,872.80
Total revenues and other additions	_	112,883.84	_	383,028.92
EXPENDITURES AND OTHER DEDUCTIONS				
Scholarships		-		122,421.35
Operating expenditures		9,723.09		1,602.38
Club dues		2,581.56		-
Insurance		1,253.01		764.39
Faculty development		25,847.87		-
Employee awards		2,000.00		-
Program development		-		10,363.00
Loss on sale of investments		27,301.86		-
Other		3,004.83	_	5,379.38
Total expenditures and other deductions	_	71,712.22	_	140,530.50
Net increase for the year		41,171.62		242,498.42
Fund balances at beginning of year		1,546,163.44		1,239,447.04
Fund balances at end of year	\$	1,587,335.06	\$	1,481,945.46

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE FOUNDATION STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES FOR THE YEAR ENDED JUNE 30, 1996

		Unrestricted		Restricted		Total
REVENUES	Φ	21 020 20	Ф	100 5 67 20	ф	212 207 40
Contributions	\$	31,820.29	\$	180,567.20	\$	212,387.49
Investment income		58,911.09		72,544.01		131,455.10
Gain on sale of investments		51,262.27		-		51,262.27
Other	_	-		7,010.48		7,010.48
Total current revenues	_	141,993.65		260,121.69		402,115.34
EXPENDITURES						
Scholarships		-		143,843.11		143,843.11
Operating expenditures		10,727.14		-		10,727.14
Club dues		3,934.72		-		3,934.72
Insurance		1,236.13		368.70		1,604.83
Faculty development		30,100.82		894.51		30,995.33
Employee awards		2,000.00		-		2,000.00
Program development		-		95,145.43		95,145.43
Other	_	1,000.00		19,869.94		20,869.94
Total expenditures	_	48,998.81	_	260,121.69		309,120.50
OTHER DEDUCTION						
Excess of transfers to revenues						
over restricted receipts	_	<u>-</u> _	_	(46,522.73)	_	(46,522.73)
Net increase (decrease) in fund balances	\$ ₌	92,994.84	\$	(46,522.73)	\$	46,472.11

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE FOUNDATION STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES FOR THE YEAR ENDED JUNE 30, 1995

	_	Unrestricted	_	Restricted		Total
REVENUES						
Contributions	\$	22,626.05	\$	135,151.12	\$	157,777.17
Investment income		90,257.79		-		90,257.79
Other	_			5,379.38		5,379.38
Total current revenues	_	112,883.84	_	140,530.50	_	253,414.34
<u>EXPENDITURES</u>						
Scholarships		-		122,421.35		122,421.35
Operating expenditures		9,723.09		1,602.38		11,325.47
Club dues		2,581.56		-		2,581.56
Insurance		1,253.01		764.39		2,017.40
Faculty development		25,847.87		-		25,847.87
Employee awards		2,000.00		-		2,000.00
Program development		-		10,363.00		10,363.00
Loss on sale of investments		27,301.86		-		27,301.86
Other	_	3,004.83		5,379.38		8,384.21
Total expenditures	_	71,712.22	_	140,530.50		212,242.72
OTHER ADDITION Excess of restricted receipts over						
transfers to revenues	_	<u>-</u>	_	242,498.42		242,498.42
Net increases in fund balances	\$ =	41,171.62	\$	242,498.42	\$	283,670.04

Chattanooga State Technical Community College Foundation Notes to the Financial Statements June 30, 1996, and June 30, 1995

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

For financial reporting purposes, the Chattanooga State Technical Community College Foundation includes all fund types for which the board of directors exercises oversight responsibility.

BASIS OF PRESENTATION

The foundation uses the AICPA College Guide model for accounting and financial reporting.

BASIS OF ACCOUNTING

The financial statements of the foundation have been prepared on the accrual basis. All restricted resources are recorded as additions to the fund balances of the appropriate fund groups. Restricted current resources are then recorded as revenues during the period in which they are expended. The statement of current funds revenues, expenditures, and other changes is a statement of financial activities of current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period, as would a statement of income or a statement of revenues and expenses.

FUND ACCOUNTING

To ensure observance of limitations and restrictions placed on the use of the resources available, the foundation maintains accounts in accordance with the principles of fund accounting. With this procedure, resources for various purposes are classified for accounting and reporting purposes into funds for specified activities or objectives. Separate accounts are maintained for each fund; however, in the accompanying financial statements, funds with similar characteristics have been combined into fund groups. Accordingly, all financial transactions have been recorded and reported by fund group.

Chattanooga State Technical Community College Foundation Notes to the Financial Statements (Cont.) June 30, 1996, and June 30, 1995

Within each fund group, fund balances restricted by outside sources are so indicated and are distinguished from unrestricted funds which are allocated to specific purposes by the governing board. Externally restricted funds may be used only in accordance with the purposes established by the source of such funds and contrast with unrestricted funds which the governing board retains full control to use in achieving any of its institutional purposes.

All gains and losses arising from the sale, collection, or other disposition of investments and other noncash assets are accounted for in the fund that owned such assets. Ordinary income derived from investments, receivables, and the like is accounted for in the fund owning such assets.

All other unrestricted revenue is accounted for in the unrestricted current funds. Restricted gifts, grants, and appropriations, and other restricted resources are accounted for in the appropriate restricted funds. Restricted current funds are reported as revenues and expenditures when expended for current operating purposes.

Current Funds

Unrestricted current funds consist of those funds over which the foundation retains full control for use in achieving any of its authorized institutional purposes. Restricted current funds are externally restricted and may be used only in accordance with the purposes established by their source.

NOTE 2. CASH AND CASH EQUIVALENTS

In addition to demand deposits, this classification includes instruments which are readily convertible to known amounts of cash and which have original maturities of three months or less. The foundation maintains custodial accounts with SmithBarney and SunTrust Bank for the safekeeping and management of its investments. In accordance with the custody agreements, uninvested cash in these accounts is placed into money market mutual funds. At June 30, 1996, cash and cash equivalents consisted of \$744,599.66 in bank accounts and \$91,138.67 in money market mutual funds. At June 30, 1995, cash and cash equivalents consisted of \$779,553.73 in bank accounts and \$127,453.79 in money market mutual funds.

Chattanooga State Technical Community College Foundation Notes to the Financial Statements (Cont.) June 30, 1996, and June 30, 1995

NOTE 3. INVESTMENTS

The Chattanooga State Technical Community College Foundation is authorized to invest funds in accordance with its board of directors' policies. Investments are valued at cost, or in the case of gifts, at fair value on the date received. The foundation's investments consisted of mutual funds. At June 30, 1996, the carrying amount was \$2,296,146.09 and the market value was \$2,387,569.48. At June 30, 1995, the carrying amount was \$2,171,387.31 and the market value was \$2,155,143.54.

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE FOUNDATION ITEMS DISCUSSED AT THE FIELD EXIT CONFERENCE NOT ADDRESSED IN THE AUDIT REPORT FOR THE YEARS ENDED JUNE 30, 1996, AND JUNE 30,1995

- 1. Marketable securities that have maturities longer than three months should be classified as investments instead of cash equivalents. Only demand deposits and money market funds should be classified as cash equivalents.
- 2. Investments per the ledger are not being reconciled with the monthly investment statements. Reconciliations should be prepared in order to prevent misstatement of investment balances. The preparer and the reviewer should initial reconciliations to provide accountability.
- 3. The Foundation is not realizing all gains, losses, capital gain distributions, or reinvested interest and dividends on its investments. This results in misstating investments and income on the financial statements.
- 4. A prior audit adjustment of \$1,424.00 between restricted and unrestricted investments was never posted to the Foundation's accounting records. The auditee should make this adjustment in order to correct investment balances between the two funds.
- 5. Investment income allocations made to restricted accounts were calculated using incorrect amounts. Reconciliations of the ledger with investment statements and the realization of earned income, gains, losses, and capital gain distributions, would allow the Foundation to use correct amounts when allocating investment income to its restricted funds.
- 6. The Foundation accountant incorrectly recorded administrative fees charged by an investment company. Thus, investments were understated and operating expenditures were overstated by \$240.34.
- 7. A donation of \$5,000 was received at CSTCC on November 7, 1995. However, this check was not deposited until November 17, 1995. Checks should be deposited in a more timely manner.
- 8. Duties over cash receipting are not properly segregated. The same person receives cash, prepares deposits, and makes deposits. These duties should be segregated to the extent possible in order to maintain adequate controls over the receipting process.
- 9. The Foundation's deposits were not properly collateralized at June 30, 1996. The foundation relied upon its banks to determine whether its accounts were covered by the State Collateral Pool, which covers deposits of public depositors. *Tennessee Code Annotated* 9-4-502 defines a public depositor as:

CSTCCF Items Discussed at Exit Page Two

the State of Tennessee, or any of its agencies, or any Tennessee County, Tennessee incorporated municipality and their political subdivisions, or any utility district organized under the laws of the state or any interstate compact to which the state is a party.

Because the Foundation is a separate legal entity and does not appear to meet any of the above criteria, its deposits are not considered to be covered by the State Collateral Pool. The amount undercollateralized at June 30, 1996, was \$499,826.86. The Foundation should work with their banks in order to ensure deposits are adequately collateralized.